



# Town of Groton - Public Works

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Public Works  
Administration  
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## Meeting Minutes

### Permanent School Building Committee

**Chairman Rick DeMatto, Vice-Chairman W. Gordon Lange, Robert J. Austin-LaFrance, Richard Monteiro, Robert Morrison, David Russell, and John Webster.**

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**Thursday, September 22, 2005**

**7:00 PM**

**Town Hall Annex - Community Room 1**

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**Special Meeting**

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**1. ROLL CALL**

*The meeting was called to order at 7:03 pm.*

Members Present: Chairman Rick DeMatto, Gordon Lange, Richard Monteiro, David Russell and John Webster

Members Absent: Robert J. Austin-LaFrance and Robert Morrison

Staff: Rick Norris, Project Manager - School Construction, Wes Greenleaf, Director of School Building and Grounds and Colleen Quattromani, Recorder.

*Also present: Robert Peruzzotti, Board of Education Liaison.*

**2. RECEIPT OF CITIZEN'S PETITIONS, COMMENTS AND CONCERNS**

*None.*

**3. APPROVAL OF MINUTES**

**(a) September 8, 2005**

*A motion was made by Monteiro and seconded by Russell to approve the minutes as written. The motion passed with four in favor and one abstention.*

**4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)**

**(a) PSBC Members**

*The PSBC had no communications to report but Vice-Chairman Lange wanted assurance that all school administrators would be informed when the PSBC held special presentations or televised meetings.*

**(b) Department of Public Works Staff**

*Mr. Norris distributed copies of the Town Council's Meeting Agenda from September 20th showing the resolution to seek approval of temporary parking on the Town owned Merritt property. The PSBC was told that JCJ was preparing site plans for Mr. Norris to take to his meeting with David Stygar of the CT DEP to go over the Town's plans for the property. Mr. Norris also forwarded copies of a letter sent to Mr. Stygar from GOSA (Groton Open Space Association, Inc) stating that committee's concern over the Town's plans or the site.*

*Mr. Norris has been discussing the regulatory approval process with the Office of Planning and Development to work out a meeting and application schedule.*

*A community meeting is planned for the neighbors of the Northeast Academy. The meeting will be held at the Mystic Education Center in the Pratt Building on October 19th at 7:00 PM. Participants include the Department of Public Works, The Board of Education, the PSBC Committee, Jeter, Cook & Jepson, Gilbane Construction and the Health and Fire Departments. Approximately 650 letters are being sent out to the Fieldcrest area announcing the informational meeting.*

*Mr. Norris revised the flow charts for the management of the State grants for the school building projects produced by Blum Shapiro, received comments from Gilbane and will meet with them September 29th. Mr. Norris has also completed a draft of the EDO 46 document for each project which is the initial estimate of the cash needed for the project.*

*A discussion followed on the change order process the PSBC will follow for the school building project. Mr. Norris will submit a recommendation to the PSBC on the levels of approval they might assign to different types of changes. Mr. Kononchik, of Gilbane Construction, said a subcommittee from the PSBC of 3 or 4 members might meet about once a week to review proposed changes to the project once construction is under way.*

*Mr. Norris also reported a meeting with URS and Gilbane on the remediation specifications for the Freeman Hathaway School.*

**(c) Board of Education Staff**

*Mr. Greenleaf reported that school staff from Noank Elementary School, Eastern Point Elementary and Fitch High School have been reviewing the program data sheets JCJ produced. These staff members have been asked for their input on the layout and equipment needs of the classrooms.*

*One concern still being addressed is the grounds of Northeast Academy Elementary School and the need for a playfield. So far the grounds have been expanded from the initial plan and the positions of the playscapes have changed. The PSBC was told that a playfield will be built either as part of the school building project or as a Town project. Mr. Norris stated that the Town could build the playfield as a CIP project if it cannot be constructed as part of the School Building Project due to any budgetary limitations.*

*Mr. Greenleaf told the Committee that some of the teachers at Fitch High School are just realizing that the Phase I Addition and Renovation project will not meet all of their needs. The priority for the project is the correction of accreditation issues at the school so that academic needs are being placed first and some of the Technical Education work desired will have to come Phase II.*

**(d) Jeter, Cook & Jepson**

*Mr. Smolley, of JCJ, said that the meetings with school staff have gone well and that the requirements for the classroom layouts would be finished over the next few weeks. JCJ will have a materials, finishes and color report ready for the PSBC at the end of October.*

*A meeting with the Emergency Response team was held to talk about critical responses to situations at the High School and new elementary schools. Emergency Systems at the schools, such as lighting, cameras and video can be controlled from off site possibly from the Emergency Dispatch Center. This allows the school principal to deal with students and parents and the emergency response team to concentrate on the fixing the situation. The High School will have a situation room on site.*

*Mr. Smolley went on to review JCJ's meeting with Planning and Zoning and Engineering staff.*

*The boring reports for Fitch High School were received and Mr. Smolley discussed some of the drainage issues being addressed as the project progresses. Another item JCJ is working on is the entrance to the new boiler room where maintenance staff is seeking a level access.*

*With recent events the need for a larger generator to enable the High School to be used as an place of refuge was discussed.*

*Play surfaces for the elementary school were discussed and JCJ handed out a survey of the blacktop surfaces at the Groton schools. The primary blacktop area square footage ranged from*

25,988 to 4,113. JCJ will aim for approximately 8,500 for the new elementary schools, with variations as site issues demand.

Some of the other issues being worked on at the Catherine Kolnaski School include the relocation of handicapped parking, the bikeway to the school and a tree buffer along the entry driveway. Fencing for the playscapes, detention basins, etc was also reviewed.

At the Northeast Academy Elementary School, JCJ is working on the positioning of the playscapes and fencing off adjacent wetlands. One consideration in designing the play areas is how much hard surface is used because it affects drainage issues as water coming off of a hard surface must be cleaned before it is allowed to run off.

**(e) Gilbane Construction**

Mr. Manning, Project Executive, reviewed Gilbane's activities for the Groton School Building Project over the past few weeks. First a site use plan for Fitch High School was distributed. Traffic patterns and parking locations for the construction period were identified. Early in the project an entry lane will be developed to separate school traffic from construction traffic. Contractors for the project will park in an area west of St. Mary's Church. Gilbane will look into the permitting required to position office trailers on the High School property.

Gilbane will be meeting with the Fire Marshall to talk about egress issues at the High School during the construction project. The timing of the construction around the auditorium has to be thought out.

Gilbane will attend the meeting with Blum Shapiro on flow charts for the grant administration and continues work on the front end contract documents for the project. Gilbane will also take the lead on the development of the proposal to go out for the asbestos abatement at Freeman Hathaway.

There are five estimators working on the project trying to assess data on the availability of materials and the effect of rising gas prices on manufacturing these products to provide the most accurate DD budget estimate.

**5. UNFINISHED BUSINESS**

None.

**6. NEW BUSINESS**

None.

**7. OTHER BUSINESS**

The PSBC agreed to cancel their reg meeting of October 6th and hold a special meeting on October 13th to allow Gilbane to have more time to complete their estimates for the construction budget.

Members of the PSBC who wish to attend the December 2nd, 2005-2006 School Facility Conference put on by the Connecticut Association of Public School Superintendents should contact Colleen Quattromani at the Public Works office.

**8. ADJOURNMENT**

The meeting was adjourned at 9:05 PM.